

What's New for the field with WinIats/Tpax Version 6.09

1. Tpax now has a system generated password that goes to member's primary email account that is listed in Tpax when member clicks on **Forgotten Password** button.



Note the use of your "*primary email address*". You must have an email address listed in your Tpax user profile and the Primary checkbox must be marked in order for the password reset feature to work.

2. Unit Representative View – member can now select someone within their own OPFAC to be their designated Unit Representative. This will allow the selected individual to view the traveler/AO box/claims and certain profile information to assist with any problems the traveler/AO may be having. This is done in the member's profile.

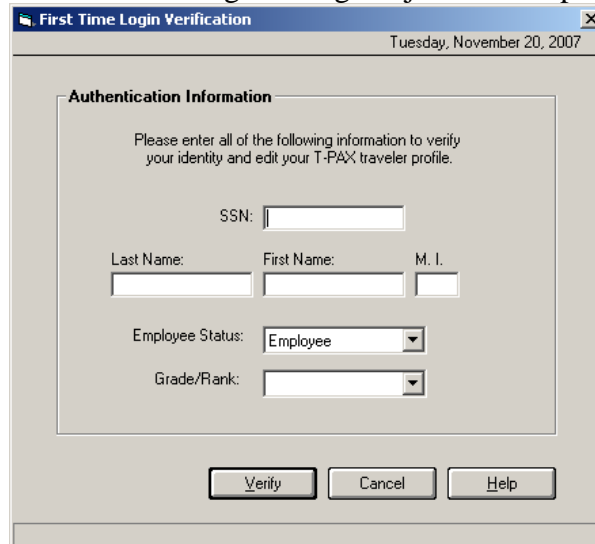
A screenshot of the "Traveler Account" application window. The title bar says "Traveler Account" and "For Official Use Only". The status bar at the top shows "UserID: 000002222" and the date "Tuesday, November 20, 2007". The main form has several tabs: "Personal", "Address/Contact", "Miscellaneous", and "T-PAX Information". The "T-PAX Information" tab is selected. Within this tab, there are several sections: "Miscellaneous" with fields for "Unit" (5302848) and "Cost Center"; "New Logon Password" with "Enter" and "Re-enter" fields; "New Secondary Password" with "Enter" and "Re-enter" fields; "Authentication Information" with fields for "Mother's Maiden Name", "Town of Birth" (TOPEKA), and "Date of Birth"; and "Additional Information" with fields for "Default Authorizing Official", "Unit Representative" (highlighted with a blue arrow and containing the text "MOUSE, MICK E"), and "Signature Proxy" (DUCK, DONALD). At the bottom of the form are buttons for "<Back", "Next>", "OK", "Cancel", and "Help". A status bar at the very bottom reads "Select the unit representative for this traveler."

3. Validate Expense Report – a new screen will pop up once the claim is input by the traveler where the system will show a listing of miscellaneous expenses claimed by member and the amount. Member must review to validate each expense (this is being done to help members catch any potential errors...i.e. \$1500 in taxi fares vs. \$15.00).

	From Date	To Date	Description	Amount	OK
	11/1/2007		RENTAL VEHICLE	\$129.00	<input checked="" type="checkbox"/>
	11/1/2007		AIRFARE	\$798.00	<input type="checkbox"/>
	11/1/2007	11/3/2007	Lodging at Washington, DC WASHINGTON D.C.	At least \$ 420.00	<input type="checkbox"/>

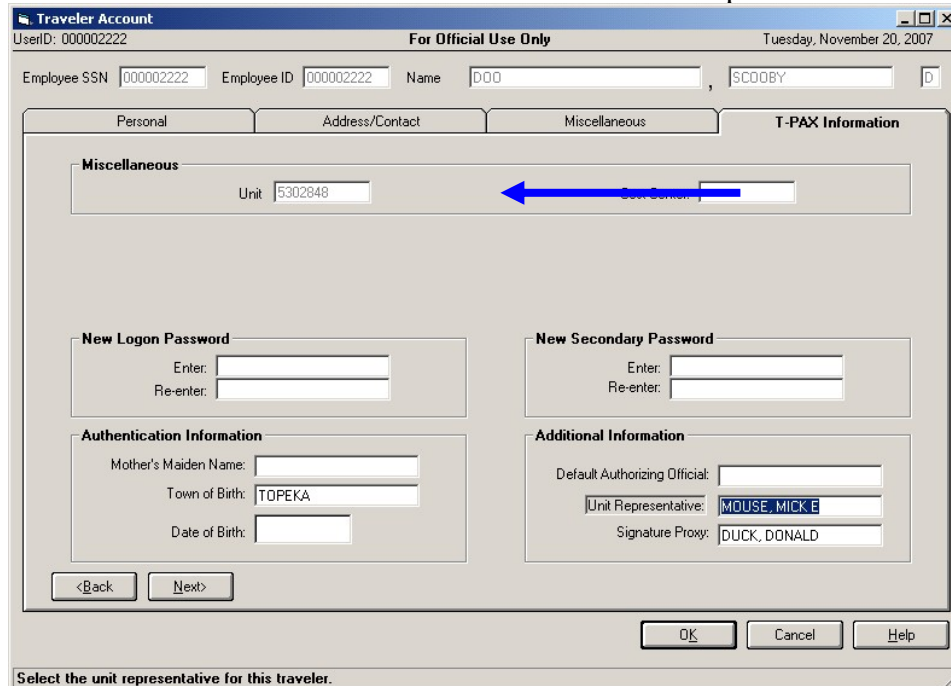
4. Date field entered to show the date the password was last changed to ensure Tpx passwords are required to be changed every 90 days.

5. Increased First time login Verification – when a member is initially loaded into the TPAX, they will need to complete an authentication information screen. If the information is not correct, the system will not allow you into T-PAX, if it is correct member will be taken to T-PAX profile to be completed. Members will be able to log in using the just created password.



The image shows a 'First Time Login Verification' dialog box. The title bar includes the text 'First Time Login Verification' and a close button. The date 'Tuesday, November 20, 2007' is displayed in the top right corner. The main area is titled 'Authentication Information' and contains the instruction: 'Please enter all of the following information to verify your identity and edit your T-PAX traveler profile.' Below this, there are input fields for 'SSN:', 'Last Name:', 'First Name:', and 'M. I.'. There are also dropdown menus for 'Employee Status:' (currently set to 'Employee') and 'Grade/Rank:'. At the bottom, there are three buttons: 'Verify', 'Cancel', and 'Help'.

6. AO authorization may have expiration dates that will allow the system to automatically revoke on that date.
7. The default AO unit field has been removed from the member's profile as it is no longer required.



The image shows a 'Traveler Account' window titled 'For Official Use Only'. The title bar includes the text 'Traveler Account', 'For Official Use Only', and a close button. The date 'Tuesday, November 20, 2007' is displayed in the top right corner. The window contains several tabs: 'Personal', 'Address/Contact', 'Miscellaneous', and 'T-PAX Information'. The 'Miscellaneous' tab is selected, showing a 'Unit' field with the value '5302848'. A blue arrow points from the 'Unit' field to the 'Default Authorizing Official' field in the 'Additional Information' section. The 'Additional Information' section also includes a 'Unit Representative' field with the value 'MOUSE, MICK E' and a 'Signature Proxy' field with the value 'DUCK, DONALD'. There are also sections for 'New Logon Password' and 'New Secondary Password', each with 'Enter' and 'Re-enter' fields. At the bottom, there are buttons for '<Back', 'Next>', 'OK', 'Cancel', and 'Help'. A status bar at the bottom reads 'Select the unit representative for this traveler.'

8. Members may now update their profile to indicate Credit Card Status (Holder of Govt. Credit Card, Decliner of Govt. Credit Card, Infrequent Traveler). This status will determine the percentage of entitlements member is authorized in an advance.

Traveler Account
UserID: 473683333 For Official Use Only Tuesday, November 20, 2007

Employee SSN: 000002222 Employee ID: 000002222 Name: DOO, SCOOBY D

Personal Address/Contact Miscellaneous T-PAX Information

Employee Status: Employee
Grade/Rank: GS7
Salutation:
Position/Title:
Security Clearance: N/A
Credit Card Status: Infrequent Traveler
Organization:
Service: Coast Guard

<Back Next

OK Cancel Help

Choose option that best describes traveler's credit card status

9. Fund type (Coast Guard/ELC/YARD/ARSC) determines Debt letter selected – to allow the member to receive the correct debt letter, the debt letter will be produced IAW the fund type selected.

Travel Order
UserID: 000002222 Tuesday, November 20, 2007

DOO, SCOOBY D: GS7 Grade/Rank: E6 Order Number: 110711111111000 Type of Order: Normal

Description Whats Authorized (TDY)

Purpose of Trip: Site Visit
Max. Trips Allowed: 1
Issuing Organization: 5347400
Paying Organization: 5347400

Funds: Coast Guard
Group Travel: The Yard, ELC, ARSC, Other

Dates
Issue Date: 1/1/2007
Begin Date: 1/1/2007
Number of Days: 5
End Date: 1/5/2007

<Back Next

OK Cancel Help

Whose funds (service) will be used for the travel order

10. Long term TDY will use “Long Term Cont TDY” option within the itinerary portion of the travel claim to complete settlements. Partial Settlement type – has been removed from TDY type travel claims in the system.

Trip UserID: 000002222 Request No: 1096794438 Tuesday, November 20, 2007

DOO, SC00BY D: GS7 TONO: 1306158789753000

Whats Authorized **Actual Itinerary** Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

No trip itinerary to be entered
Greater than or equal to 24 hours
Less than 24 hours with lodging
Less than 24 hours no lodging
Less than or equal to 12 hours
L.T. TDY - Beginning
L.T. TDY Contd - Middle
L.T. TDY Contd - Ending

Date	Duty Day	IDL	Local?	Method	Lodging	Meals	Lodging	Taxes	Miles
1/1/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	\$0.00	\$0.00	0
1/7/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				\$0.00	\$0.00	0
1/7/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				\$0.00	\$0.00	0

<Back Next> Duplicate Previous Insert Leg Delete Leg Clear

Other Exceptions Occasionals OK Cancel Help

What option describes the duration of this trip (select from list)

11. Hyperlink boxes on Tpx traveler view have been updated to correct links.

T-PAX (Traveler View) File Profile Log in as Tools Help

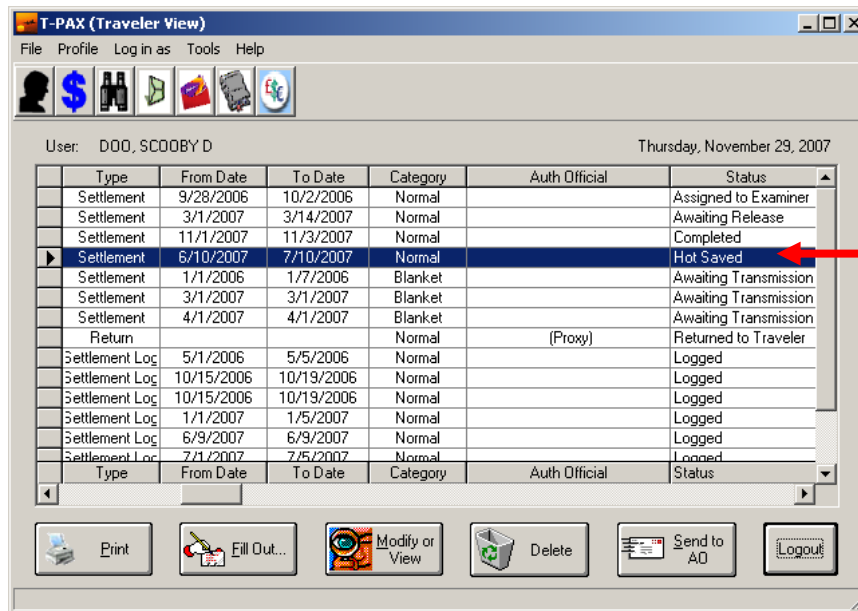
User: DOO, SC00BY D Tuesday, November 20, 2007

TONO/SDN	Type	From Date	To Date	Category	Auth Official
1107234234234000	Settlement Log	10/15/2006	10/19/2006	Normal	
1107234234234000	Settlement Log	10/15/2006	10/19/2006	Normal	
1107222222222000	Return			Normal	(Proxy)
1106321123321000	Settlement Log	5/1/2006	5/5/2006	Normal	
1107111222333000	Settlement	3/1/2007	3/14/2007	Normal	
1106998800000000	Settlement	9/28/2006	10/2/2006	Normal	
1107159159159000	Authorization	6/25/2007	6/27/2007	Normal	
1306158789753000	Settlement	1/1/2006	1/7/2006	Blanket	
1107687PTW1M4000	Settlement Log	6/9/2007	6/9/2007	Normal	
1107789789789000	Settlement Log	7/1/2007	7/5/2007	Normal	
11071111111555000	Settlement	6/10/2007	7/10/2007	Normal	
1108111111111000	Authorization	10/1/2007	10/2/2007	Normal	
1108222222222000	Settlement	11/1/2007	11/3/2007	Normal	

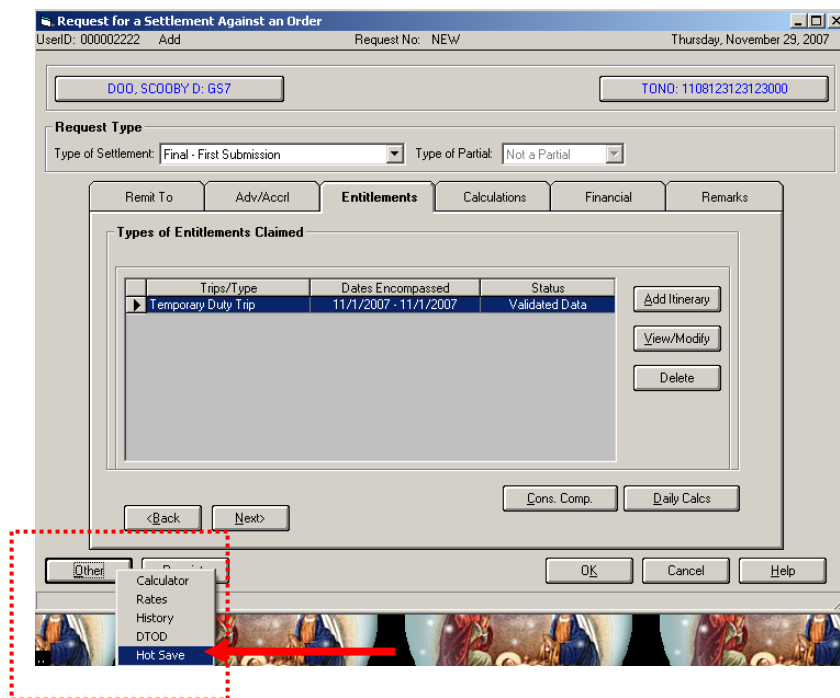
Print Fill Out... Modify or View Delete Send to A/D Logout

“HOT SAVED” Status

1. There is a new feature in Tpx which allows a member to temporarily save a claim that has not been completed. This will put the claim in the status of “Hot Saved.”



2. This function happens two (2) ways:
 - a. Input a partially completed claim, and then on the screen below click the “Other” (at the bottom of the screen, left side) button to click on the “Hot Save” button. This will save your claim in a “Hot Saved” status allowing you to complete it at a later time.



- b. After completing your claim and clicking on the OK button, a “Certify Tpax Expense” screen will show up. You are supposed to verify each expenditure by clicking the “OK” box next to each expense amount. Once you have done that you may click “Certify.” If you don’t have your receipts to verify the amount, you may click the “Later” button which will put the status in a “Hot Saved” status to allow you to come back later to certify the expenses.

From Date	To Date	Description	Amount	OK
11/1/2007		AIRFARE	\$500.00	<input type="checkbox"/>

- c. If you click on Cancel in the above screen, the system will take you back to the claim to make any necessary corrections.
3. Once a claim is placed into a “Hot Saved” status, a traveler needs to highlight the claim and double click it to reopen the claim and finish processing the document.

From Date	To Date	Category	Auth Official	Status	Status Date
9/28/2006	10/2/2006	Normal		Assigned to Examiner	4/6/2007
3/1/2007	3/14/2007	Normal		Awaiting Release	4/4/2007
11/1/2007	11/3/2007	Normal		Completed	11/7/2007
6/10/2007	7/10/2007	Normal		Hot Saved	9/25/2007
11/1/2007	11/1/2007	Normal		Hot Saved	11/28/2007
1/1/2006	1/7/2006	Blanket		Awaiting Transmission	11/8/2007
3/1/2007	3/1/2007	Blanket		Awaiting Transmission	11/29/2007
4/1/2007	4/1/2007	Blanket		Awaiting Transmission	11/29/2007
		Normal	(Proxy)	Returned to Traveler	2/6/2007
5/1/2006	5/5/2006	Normal		Logged	4/3/2007
10/15/2006	10/19/2006	Normal		Logged	2/6/2007
10/15/2006	10/19/2006	Normal		Logged	9/25/2007
1/1/2007	1/5/2007	Normal		Logged	3/26/2007
6/29/2007	6/29/2007	Normal		Logged	7/17/2007

Certify T-PAX Expenses

UserID: 000002222 Thursday, November 29, 2007

Please review all listed expenses and mark each on to certify that the expense is accurate.

From Date	To Date	Description	Amount	OK
11/1/2007		AIRFARE	\$500.00	<input checked="" type="checkbox"/>

Buttons: Certify Later Cancel Help

Request for a Settlement Against an Order

UserID: 000002222 Modify Request No: 1096794458 Thursday, November 29, 2007

DOO: SC00BY D: 657 TONO: 1108123123123000

Request Type
Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Accol Entitlements Calculations Financial Remarks

Types of Entitlements Claimed

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	11/1/2007 - 11/1/2007	Validated Data

Buttons: Add Itinerary View/Modify Delete Cons. Comp. Daily Calcs

Buttons: Other Receipts OK Cancel Help

T-PAX (Traveler View)

File Profile Log in as Tools Help

User: DOO, SC00BY D Thursday, November 29, 2007

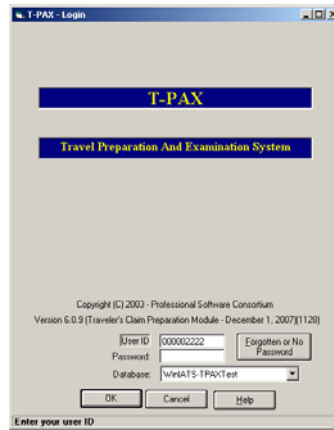
Type	From Date	To Date	Category	Auth Official	Status
Settlement	11/1/2007	11/1/2007	Normal		Entered into T-PAX
Settlement	1/1/2006	1/7/2006	Blanket		Awaiting Transmission
Settlement	3/1/2007	3/1/2007	Blanket		Awaiting Transmission
Settlement	4/1/2007	4/1/2007	Blanket		Awaiting Transmission
Return			Normal	(Proxy)	Returned to Traveler
Settlement Log	5/1/2006	5/5/2006	Normal		Logged
Settlement Log	10/15/2006	10/19/2006	Normal		Logged
Settlement Log	10/15/2006	10/19/2006	Normal		Logged
Settlement Log	1/1/2007	1/5/2007	Normal		Logged
Settlement Log	6/9/2007	6/9/2007	Normal		Logged
Settlement Log	7/1/2007	7/5/2007	Normal		Logged
Authorization	6/25/2007	6/27/2007	Normal		Entered into T-PAX
Authorization	10/1/2007	10/2/2007	Normal		Entered into T-PAX

Buttons: Print Fill Out... Modify or View Delete Send to AO Logout

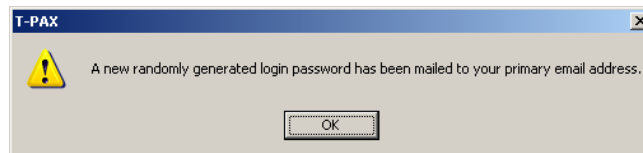
- Once this is done and the claim is completed, when the traveler clicks OK the claim status will change to "Entered into T-Pax" and then can be forwarded to the AO.

TPAX (Ver. 6.09) Forgotten Password Button Enhancement

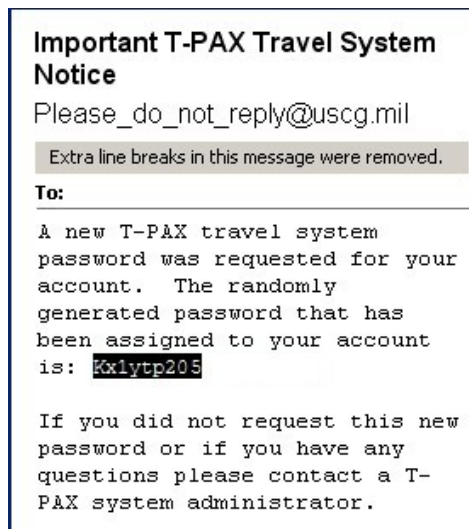
1. If you forget your password, there is a “Forgotten or No Password” button on the main login screen to TPAX.
 - a. Enter your UserID and click the “Forgotten or No Password” button



2. You will see the below popup box indicating an email has been sent to your primary email address listed in your TPAX profile.
 - a. Click “OK”

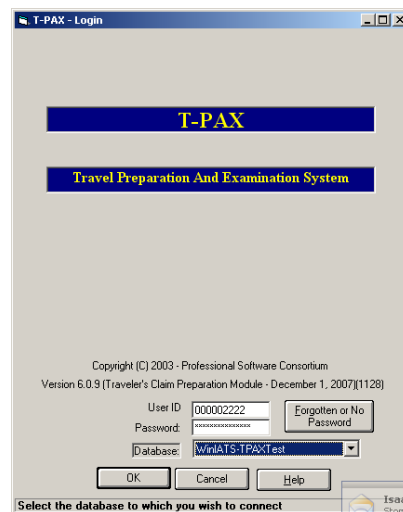


3. Open your primary email account to retrieve the system generated password.



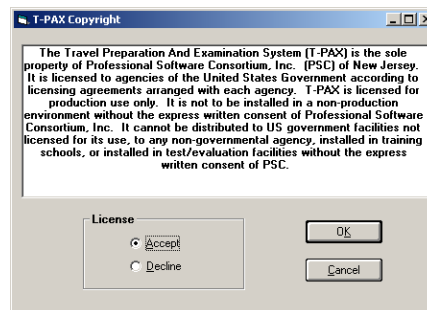
- a. Highlight the password given, right click and copy the password.

- Return to the TPAX logon screen, right click and paste the password into the password field then click the “OK” button.



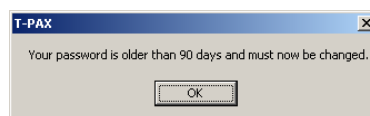
The screenshot shows the 'T-PAX - Login' window. It features a title bar with the text 'T-PAX - Login'. Below the title bar, there are two blue banners: the first says 'T-PAX' and the second says 'Travel Preparation And Examination System'. Below these banners, the copyright information is displayed: 'Copyright (C) 2003 - Professional Software Consortium' and 'Version 6.0.9 (Traveler's Claim Preparation Module - December 1, 2007)(1128)'. The login fields include 'User ID' (containing '000002222'), 'Password' (masked with asterisks), and a 'Database' dropdown menu (set to 'WinATS-TPAXTest'). There are 'OK', 'Cancel', and 'Help' buttons at the bottom. A small 'Isaac' logo is visible in the bottom right corner. At the very bottom, a status bar reads 'Select the database to which you wish to connect'.

- Click the radio button next to Accept and click “OK” on the screen below.



The screenshot shows the 'T-PAX Copyright' window. It contains a text box with the following text: 'The Travel Preparation And Examination System (T-PAX) is the sole property of Professional Software Consortium, Inc. (PSC) of New Jersey. It is licensed to agencies of the United States Government according to licensing agreements arranged with each agency. T-PAX is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC.' Below the text box, there are two radio buttons: 'Accept' (which is selected) and 'Decline'. There are also 'OK' and 'Cancel' buttons.

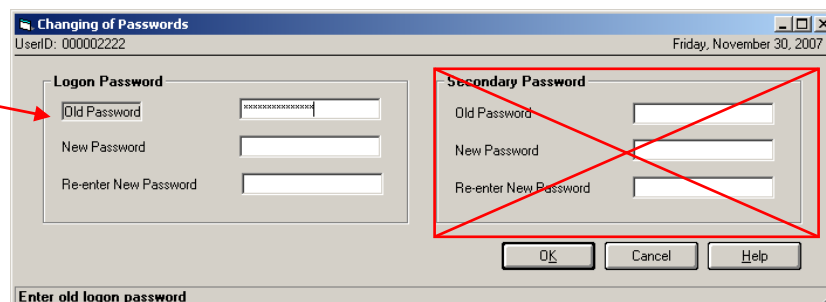
- A screen will pop up indicating your password is older than 90 days and must now be changed.
**This is referring ONLY to your logon password. Click the OK button.



The screenshot shows a small 'T-PAX' window with the message: 'Your password is older than 90 days and must now be changed.' There is an 'OK' button at the bottom.

- This will bring up the below screen where you will right click in the “Old Password” field and paste the password the system generated for you.


“Old” means the password you just received, via email, (see step 3). It should still be on your ‘clipboard’, just right mouse click and select “Paste” to fill it in.



The screenshot shows the 'Changing of Passwords' window. It has a title bar with the text 'Changing of Passwords' and a status bar with 'User ID: 000002222' and 'Friday, November 30, 2007'. The window is divided into two main sections: 'Logon Password' and 'Secondary Password'. The 'Logon Password' section has three fields: 'Old Password' (containing asterisks), 'New Password', and 'Re-enter New Password'. The 'Secondary Password' section has three fields: 'Old Password', 'New Password', and 'Re-enter New Password'. There are 'OK', 'Cancel', and 'Help' buttons at the bottom. A red box is drawn around the 'Secondary Password' section, and a red arrow points from the text box on the left to the 'Old Password' field in the 'Logon Password' section.

- a. Then enter in your New Password and Re-enter the New Password in the appropriate fields and click OK.
 - i. Note: You do not have to fill out the SECONDARY PASSWORD information for this process (See step 9).
 - ii. New passwords must be **exactly 9** characters in length, consisting of at least 1 number 1 lowercase letter and one upper case letter. **Passwords are case sensitive.**

8. The system will now bring you into your TPAX (Traveler View) screen.

9. If you have forgotten your Secondary/Confirmation Password, click on the profile icon -  , which will take you into your TPAX profile screen.
 - a. Click on the TPAX Information Tab.
 - b. Enter in your New Secondary Password and Re-enter it for conformation.
 - c. Click OK to save your password information and return to the TPAX (Traveler View) screen.

Reminder: New passwords must be **exactly 9** characters in length, consisting of at least 1 number 1 lowercase letter and one upper case letter. **Passwords are case sensitive.**

Update 26 November 2007 (Version 6.09):

Increased First time login Verification – when a member is initially loaded into the TPAX, they will need to complete an authentication information screen. If the information is not correct, the system will not allow you into Tpx, if it is correct member will be taken to Tpx profile to be completed. Members will be able to log in using the just created password.

TPAX Initial Logon



[Printer friendly version of these instructions.](#)

Start Internet Explorer and navigate to this link:

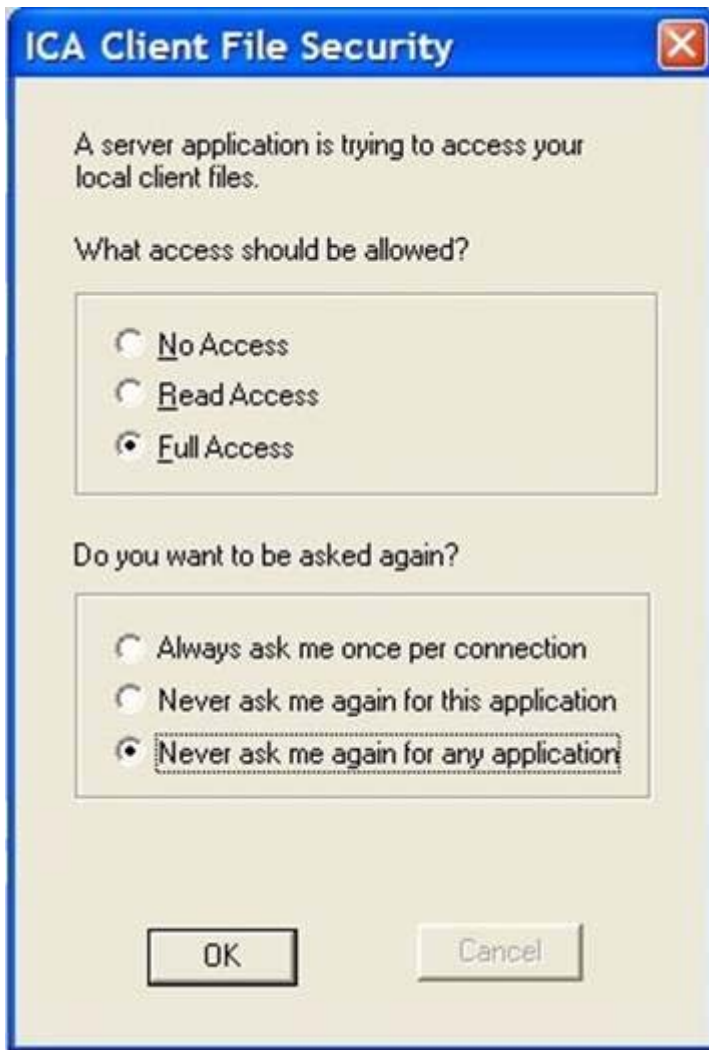
<http://cgweb.fincen.uscg.mil/metaframe.htm> and click the link “[Launch TPAX Application](#)” link in the right-hand column of the page.



If this is the first time you have accessed the *Citrix Metaframe*, you may get this notice.

A screen may come up asking you what permissions you want

- a. Click “Full” permissions
- b. Click “Never ask again for any application”



Note: You may also access the Login page for TPAX from the this online help file (<http://www.uscg.mil/hq/psc/t-pax/webhelp/>) click on the Use T-PAX topic in the table of contents.

You will get the below screen

T-PAX

Travel Preparation And Examination System

Copyright (C) 2003 - Professional Software Consortium
Version 6.0.8 (Traveler's Claim Preparation Module ECG June 8, 2007)

User ID: Password: Forgotten or No Password

Database: WinIATS-TPAXProd

OK Cancel Help

Enter your user ID

Follow these steps to establish your TPAX user profile:

Step	Action
1	Enter your Employee ID number into the User ID field.
2	Click the "Forgotten or No Password" button.
	1. Complete the Authentication Information.

First Time Login Verification Tuesday, November 20, 2007

Authentication Information

Please enter all of the following information to verify your identity and edit your T-PAX traveler profile.

SSN:

Last Name: First Name: M. I.

Employee Status:

Grade/Rank:

2. Click the **Verify** button

3 You then should see this box come up, and you must select **Accept**, and click **Ok**.

T-PAX Copyright

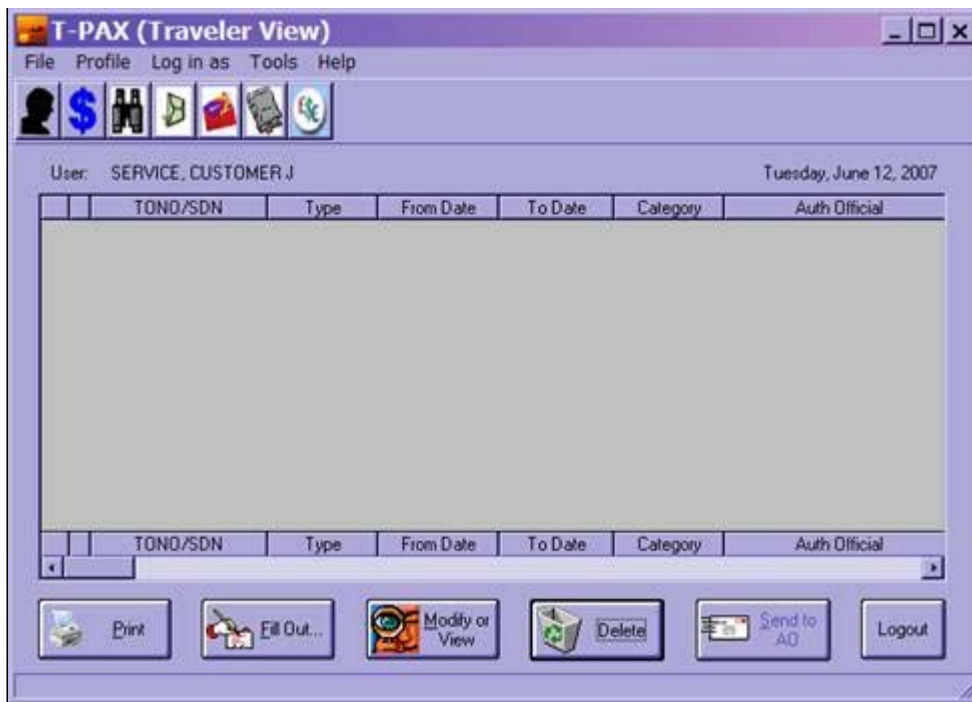
The Travel Preparation And Examination System (T-PAX) is the sole property of Professional Software Consortium, Inc. (PSC) of New Jersey. It is licensed to agencies of the United States Government according to licensing agreements arranged with each agency. T-PAX is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC.

License

☐ Accept

☐ Decline

4 You should be brought to a screen that has your Traveler view showing.



5 Click on the black silhouette profile icon:



Or the “Profile” drop down list, and select “Modify Or View”.

6 Complete the Personal profile:

- Enter your Salutation (Mr. Mrs, LT. ect.)
- Ensure your organization is completed,
- Verify your service.

7 Click the **Address/Contact** tab OR click the next button at the bottom left corner to go to the

next page.

Address/Contact

Address/Contact page:

- Please ensure that you enter your home, and work mailing address.
- Enter your work e-mail address in the proper spot, and **check the primary address box**. This will ensure that you receive the notification from your AO when your claim has been approved. You will receive an e-mail from the system when your claim is completed by PSC. This is also the e-mail address that will be used, by the system, for forgotten password resets.
- You can choose to enter two e-mail addresses and check both for delivery, and you will get the notification at both locations.

Traveler Account
UsedID: 999991212 For Official Use Only Tuesday, June 12, 2007

Employee SSN 999991212 Employee ID 999991212 Name SERVICE CUSTOMER

Personal Address/Contact Miscellaneous T-PAX Information

Mailing Address

Address-1 444 SE QUINCY
Address-2
City TOPEKA
State/Country KS KANSAS
Zip Code 66683
Phone 785-339-2200 Ext.

Office Address

Address-1 444 SE QUINCY
Address-2
City TOPEKA
State/Country KS KANSAS
Zip Code 66683
Phone 785-339-2200 Ext.

Email Addresses for Correspondence

☒ Primary Email Address ☐ Secondary Email Address

<Back Next>

OK Cancel Help

Primary Email address to be used for correspondence

8 Click the **TPAX Information** tab OR CLICK the next button at the bottom left corner to go to the next page.

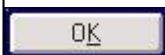
T-PAX Information

TPAX Information page:

- Enter a new logon password; it must be **nine characters**, with one capital letter, one lower case letter and one number (example: Zrp4x83yq). You may not use special characters.
- Repeat this same password in the re-enter block.
- Enter a secondary password, and re-enter it again.
- You may choose to have the same password for both your logon password, and your secondary password.
- Under Authentication Information, you will need to enter your mother's maiden name,
- **Your town of birth** (you may use spaces in the city), and
- **Your date of birth** (in MM/DD/YYYY format).
- If you know who will be approving most of your claims, you may select a default **Authorizing Official** at this time
- You may designate a **Unit Representative**. This will allow the selected individual to view the traveler/AO box/claims and certain profile information to assist with any

problems the traveler/AO may be having.

9 Click the **OK** button in the bottom right corner to save all of your profile information.



10 Once you click OK, you should be redirected back to this screen

You are now able to enter a claim, or authorization.

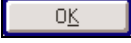

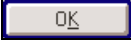

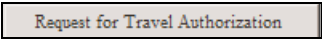
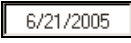

	Please remember to keep the information in this profile up to date, and ensure that anytime your e-mail address changes, you must update it to continue to get your notifications from the system.
11	Congratulations on completing the TPAX Initial Log On. Refer to http://www.uscg.mil/hq/psc/travel/t-pax/webhelp/ for instructions on creating authorizations and claims.
12	Click the Logout button to exit the system. End of Procedure.


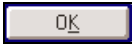
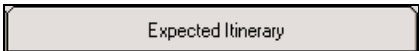




[Printer friendly version of these instructions.](#)


Questions, problems, need more information or have a comment?
[Submit an Online Trouble-Ticket/Info Request](#) or call
 (866) 772-8724 (toll free) or (785) 339-2200 -- 0700-1600 M-F (central time) and select weekends as posted
 on <http://www.uscg.mil/hq/psc/ccb/>
 (Note: Password resets are not provided via telephone. Use the [Online Trouble-Ticket](#) for password problems)

Completing a New Set of Orders

1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Press [Tab] .
3.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
4.	Click the OK button. 
5.	Click the Accept object. 
6.	Click the OK button. 
7.	Click the Fill Out button. 
8.	Click the Request for Travel Authorization menu. 
9.	Enter the desired information into the Order Number field. Enter a valid value, e.g. " 1105235PBR123000 ".
10.	Press [Tab] .
11.	Type of Order is next; however, these orders are Normal. You can tab through the six fields on the left side of the screen, or click the field you want. These orders were Issued the same date as they were entered. Click in the Begin Date field. 
12.	Enter the desired information into the Begin Date field. Enter a valid value, e.g. " 6/22/05 ".
13.	Press [Tab] .
14.	Enter the desired information into the Number of Days field. Example " 3 ".
15.	Press [Tab] .
16.	Click the Whats Authorized (TDY) tab.
17.	Click the POV Authorized option. 

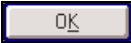


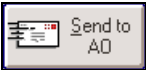
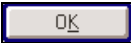


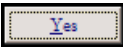
18.	Click the POV More Advantageous option. 
19.	Click the OK button. 
20.	Click the Expected Itinerary tab. 
21.	Press [Tab] .
22.	Press [Tab] .
23.	Enter the desired information into the State/Country field. Enter a valid value, e.g. " KS ".
24.	Press [Tab] .
25.	Enter the desired information into the City field. Enter a valid value, e.g. " TOPEKA ".
26.	Press [Tab] .
27.	Click the OK button. 
28.	Press [Tab] .
29.	Press [Tab] .
30.	Press [Tab] .
31.	Enter the desired information into the State/Country field. Example " MO ".
32.	Press [Tab] .
33.	Enter the desired information into the City field. Enter a valid value, e.g. " KANSAS CITY ".
34.	Press [Tab] .
35.	Click the OK button. 
36.	Press [Tab] .
37.	Press [Tab] .
38.	Press [Tab] .
39.	Press [Tab] .
40.	Press [Tab] .



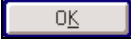




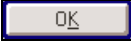
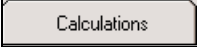




41.	Note: Occasionally, UTS(T-Pax) will pre-fill this field with the maximum <i>daily</i> per diem rate based on the per diem tables. If your lodging rate is lower, you are able to change the amount. Press [Tab] .
42.	This is the daily rate for room taxes based on location and room rate. Enter the desired information into the Taxes field. Enter a valid value, e.g. " 12.50 ".
43.	Press [Tab] .
44.	UTS(T-Pax) accesses the DTOD website and calculates numerous factors, including major construction, rush hour, direction of travel, etc., and determines the best route. 72 miles is a detour route based on these factors. UTS(T-Pax) then pre-fills this field. Press [Tab] .
45.	Enter the desired information into the Date field. Enter a valid value, e.g. " 6/24/05 ".
46.	Press [Tab] .
47.	Press [Tab] .
48.	Press [Tab] .
49.	Press [Tab] .
50.	Press [Tab] .
51.	Enter the desired information into the Date field. Enter a valid value, e.g. " 6/24/05 ".
52.	Enter the desired information into the State/Country field. Example " KS KANSAS ".
53.	Enter the desired information into the City field. Enter a valid value, e.g. " TOPEKA ".
54.	Press [Tab] .
55.	Press [Tab] .
56.	Click the OK button. 
57.	Enter the desired information into the Reason field. Enter a valid value, e.g. " MC ".
58.	Press [Tab] .
59.	Note the mileage difference. The DTOD website calculates numerous factors, including major construction, rush hour, etc., and determines the best route. 72 miles is a detour route based on these factors, including the direction of travel. 64 miles is the most 'direct' route, and for the return trip is best. Click the Reimbursables tab.

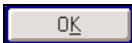


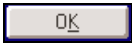
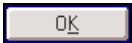

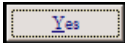
	
60.	Enter the desired information into the Nature of Expense field. Enter a valid value, e.g. " tolls ".
61.	Press [Tab] .
62.	Enter the desired information into the Amount field. Enter a valid value, e.g. " 4.50 ".
63.	Press [Tab] .
64.	Click the OK button. 
65.	Click the Calculations tab. 
66.	Click the Financial tab. 
67.	Click the Modify Accounting button. 
68.	Click the TONO field. 
69.	Press [Tab] .
70.	Enter the desired information into the R/D field. Example " P ".
71.	Press [Tab] .
72.	Enter the desired information into the Appr field. Enter a valid value, e.g. " 01 ".
73.	Press [Tab] .
74.	Enter the desired information into the Limit field. Enter a valid value, e.g. " 199 ".
75.	Press [Tab] .
76.	Enter the desired information into the Allt field. Enter a valid value, e.g. " 56 ".
77.	Press [Tab] .
78.	Enter the desired information into the ProgEle field. Enter a valid value, e.g. " BF ".
79.	Press [Tab] .




80.	Enter the desired information into the CstAct field. Enter a valid value, e.g. " 70870 ".
81.	Press [Tab] .
82.	Enter the desired information into the field. Enter a valid value, e.g. " 2100 ".
83.	Press [Tab] .
84.	Click the OK button. 
85.	Click the Remarks tab. 
86.	Any remarks added in this field will appear on the orders. Press [Tab] .
87.	Click the OK button. 
88.	Click the Send to AO button. 
89.	Since Mr. Duck has been designated as the 'default' AO, he automatically fills this field. Click the OK button. 
90.	Enter the desired information into the field. Enter a valid value, e.g. " 1234ABCD ".
91.	Click the OK button. 
92.	Click the Logout button. 
93.	Click the Yes button. 
94.	Congratulations for completing the Enter New Orders tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.

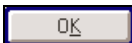

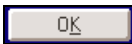
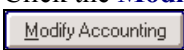
Requesting a Travel Advance

1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Press [Tab] .
3.	Enter the desired information into the Password field. Enter a valid value, e.g. " ABCD1234 ".
4.	Click the OK button. 
5.	Click the Accept option. 
6.	Click the OK button. 
7.	Click the Fill Out button. 
8.	Click the Request for Advance menu. 
9.	Select the desired set of orders from the Order Number list.
10.	Click the OK button. 
11.	Click the Calculations tab. 
12.	Click in the Advance Authorized field. 
13.	The note the bottom of the screen provides the maximum advance authorized . Enter the desired information into the Advance Authorized field. Enter a valid value, e.g. " 173.00 ".
14.	Click the Financial tab. 
15.	The Method of Payment does not need to be changed as the system will default to EFT. Click the Modify Accounting button. 
16.	Click the Horizontal scrollbar scrollbar. 

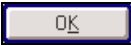
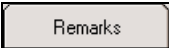
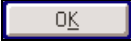

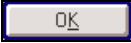
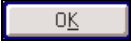

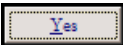
17.	<p>Verify the dollar amount. Click the OK button.</p> 
18.	<p>Click the OK button.</p> 
19.	<p>Click an entry in the list. Click on the Advance request.</p>
20.	<p>Click the Send to AO button.</p> 
21.	<p>Click the OK button.</p> 
22.	<p>Enter the desired information into the Enter Password field. Enter a valid value, e.g. "1234ABCD".</p>
23.	<p>Click the OK button.</p> 
24.	<p>Click the Logout button.</p> 
25.	<p>Click the Yes button.</p> 
26.	<p>Congratulations for completing the Request for Advance tutorial. Click the icons below to view in depth plicies and procedures. End of Procedure.</p>

Completing a New Travel Claim

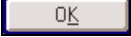

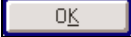
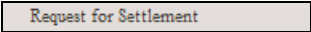
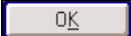


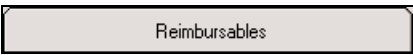
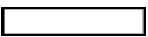
1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
3.	Click the OK button. 
4.	Click the Accept option. 
5.	Click the OK button. 
6.	Click the Fill Out button. 
7.	Click the Request for Settlement menu. 
8.	Click the desired TONO .
9.	Click the OK button. 
10.	Click the Adv/Accr tab. 
11.	Click the Entitlements tab. 
12.	Click the View/Modify button. 
13.	Click the Actual Itinerary tab. 
14.	Click in the Lodging field. 
15.	Enter the desired information into the Lodging field. Enter a valid value, e.g. " 76.00 ".
16.	Press [Tab] .
17.	Enter the desired information into the Taxes field. Enter a valid value, e.g. " 11.43 ".
18.	Press [Tab] .

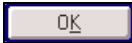
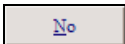
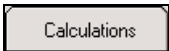



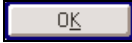
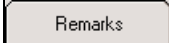


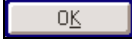
19.	Click the Reimbursables tab. 
20.	Press [Tab] .
21.	Press [Tab] .
22.	Press [Tab] .
23.	Enter the desired information into the Amount Claimed field. Enter a valid value, e.g. " 3.50 ".
24.	Press [Tab] .
25.	Press [Tab] .
26.	Click the OK button. 
27.	Click the Yes button. 
28.	Click in the Lodg. Taxes field. 
29.	Enter the desired information into the Lodg. Taxes field. Example " 11.43 ".
30.	To change the next Lodging Tax amount, click in the next Lodg. Taxes field. 
31.	Enter the desired information into the Lodg. Taxes field. Enter a valid value, e.g. " 11.43 ".
32.	Click the OK button. 
33.	Click the OK button. 
34.	Click the Calculations tab. 
35.	Click the Financial tab. 
36.	Click the Modify Accounting button. 
37.	Click the Horizontal scrollbar scrollbar. 
38.	Verify the Amount has changed. Click the OK button.





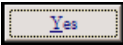
	
39.	Click the Remarks tab. 
40.	All information typed in the Remarks block will appear on both the printed orders and the travel claim. Click the OK button. 
41.	Click the Send to AO button. 
42.	Since Mr. Duck has already been set as the Default AO, his name automatically appears. Click the OK button. 
43.	Enter the desired information into the Secondary Password field. Enter a valid value, e.g. " 1234abcd ".
44.	Click the OK button. 
45.	Click the Logout button. 
46.	Click the Yes button. 
47.	Congratulations for completing the Completing a New Travel Claim tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.

Completing a Supplemental Travel Claim

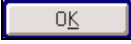

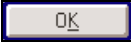


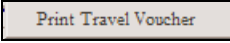



1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
3.	Click the OK button. 
4.	Click the Accept option. 
5.	Click the OK button. 
6.	Click the Fill Out button. 
7.	Click the Request for Settlement menu. 
8.	Click on the Order Number desired. Select Order Number 1105235PBR123000 .
9.	Click the OK button. 
10.	Click the Entitlements tab. 
11.	Click the View/Modify button. 
12.	Click the Reimbursables tab. 
13.	Click in the <i>second</i> Date field. 
14.	Press [Tab] .
15.	Enter the desired information into the Nature of Expense field. Enter a valid value, e.g. " PARKING ".
16.	Press [Tab] .
17.	Press [Tab] .
18.	Enter the desired information into the Amount Claimed field. Enter a valid value, e.g. " 20.00 ".

19.	Press [Tab] .
20.	Press [Tab] .
21.	Click the OK button. 
22.	Since Meals and Lodging were not effected, they do not have to be recalculated. Click the No button. 
23.	Click the Calculations tab. 
24.	Verify the amount Due Member . Click the Financial tab. 
25.	Click the Modify Accounting button. 
26.	Click the Horizontal scrollbar scrollbar. 
27.	Verify the Amount due. Click the OK button. 
28.	Click the Remarks tab. 
29.	Click in the Remarks field.
30.	Enter the desired information into the Remarks field. Enter a valid value, e.g. " Please pay additional expense for parking. ".
31.	Click the OK button. 
32.	Click the desired Settlement from the list. Select TONO/SDN 1105235PBR123000
33.	Click the Send to AO button. 
34.	Since Mr. Duck is the default AO, his name automatically appears. Click the OK button. 
35.	Enter the desired information into the Secondary Password field. Enter a valid value, e.g. " 1234abcd ".



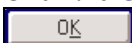
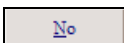
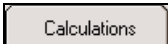
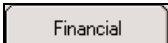
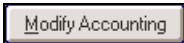



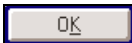
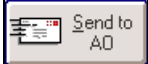
36.	Click the OK button. 
37.	Click the Logout button. 
38.	Click the Yes button. 
39.	Congratulations for completing the Completing a Supplemental Travel Claim tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.

Print TVS

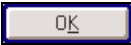
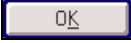

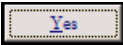
1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Press [Tab] .
3.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
4.	Click the OK button. 
5.	Click the Accept option. 
6.	Click the ok button. 
7.	Click the Horizontal scrollbar scrollbar. 
8.	To print a Travel Voucher Summary (TVS) , the claim status must be " Completed ". Select the claim for \$25.00 (est) .
9.	Click the Print button. 
10.	Click the Print Travel Voucher menu. 
11.	Click the Print button. 
12.	Click the Logout button. 
13.	Click the Yes button. 
14.	Congratulations for completing the Print TVS tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.

Retrieve Orders/Claim

1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
3.	Click the OK button. 
4.	Click the Accept option. 
5.	Click the OK button. 
6.	Click the Request for Settlement on TONO 1105235PBR123000 in an Awaiting AO approval status. Note: Only the word " Awaiting " is visible on this screen.
7.	Click the File menu. 
8.	Click the Retrieve Request menu. 
9.	Enter the desired information into the Secondary Password field. Enter a valid value, e.g. " 1234abcd ".
10.	Click the OK button. 
11.	Click the Request for Settlement on TONO 1105235PBR123000 in an Entered status.
12.	Click the Modify or View button. 
13.	Click the Entitlements tab. 
14.	Click the View/Modify button. 
15.	Click the Reimbursables tab. 
16.	Click in the first open Date field. 
17.	Press [Tab] .
18.	Enter the desired information into the Nature of Expense field.

	Enter a valid value, e.g. " Telephone Calls Long Distance ".
19.	Press [Tab] .
20.	Press [Tab] .
21.	Enter the desired information into the Amount Claimed field. Enter a valid value, e.g. " 5.00 ".
22.	Press [Tab] .
23.	Press [Tab] .
24.	Click the OK button. 
25.	Since the daily meals and lodging information has not changed, there is no need to recalculate. Click the No button. 
26.	Click the Calculations tab. 
27.	Verify Amount Due Member has updated. Click the Financial tab. 
28.	Click the Modify Accounting button. 
29.	Click the Horizontal scrollbar button of the right side of the scrollbar. 
30.	Verify the Amount has updated. Click the OK button. 
31.	Click the Remarks tab. 
32.	Enter the desired information into the Remarks field. Enter a valid value, e.g. " and phone calls. ".
33.	Click the OK button. 
34.	Click the Send to AO button. 
35.	Since Mr. Duck is the designated AO, his name automatically appears. Click the OK button.



	
36.	Enter the desired information into the Secondary Password field. Enter a valid value, e.g. " 1234abcd ".
37.	Click the OK button. 
38.	Click the Logout button. 
39.	Click the Yes button. 
40.	Congratulations for completing the Retrieve Orders/Claim tutorial. Click on the icons below to view in depth policies and procedures. End of Procedure.